

JOINT MEETING – FEBRUARY 28, 2011

I. Call to Order/Roll Call

Selectmen Chairman Alex Vispoli and Finance Committee Chair Joanne Marden opened the Joint Meeting of the Board of Selectmen and Finance Committees at 8:00 P.M. on Wednesday, February 28, 2011 in the Selectmen's Conference Room at the Town Offices. Present from the Board of Selectmen: Chairman Alex Vispoli and Selectmen Mary Lyman, Brian Major, Ted Teichert and John Hess. Present from the Finance Committee: Chair Joanne F. Marden and members Richard T. Howe, S. Jon Stumpf, Mary O'Donoghue, Mark Merritt, Margaret Kruse, Cynthia Milne, Paul Fortier, and Greg Rigby. Also present: Town Manager Reginald S. Stapczynski, and Assistant Town Manager Steven S. Bucuzzo. The meeting was duly posted and cablecast live.

II. FY-2012 Town Manager's Recommended Budget Presentation

A. Community Development & Planning Department

The Community Development & Planning Department budget presentation was opened by Bob Douglas, Director of Conservation, who stated the Department consists of a self-directed team representing Public Health Director Tom Carbone, Director of Planning Paul Materazzo and Inspector of Buildings Kaija Gilmore. The Department supports many departments Town-wide. Director Carbone gave a review of the Budget Summary which shows the following:

	<u>FY-11</u>	<u>TM's Recommended Budget FY-12</u>	<u>+/-</u>
Personal Services	\$1,378,296	\$1,380,203	\$ 1,907
Expenses	\$ 121,600	\$ 125,600	\$ 4,000
From Reserves	<u>\$ -20,000</u>	<u>\$ -24,000</u>	<u>\$-4,000</u>
Total	\$1,479,896	\$1,481,803	\$ 1,907

The Department saved \$1,000 by outsourcing Weight and Measures and the goal for next year is to balance out the revenue. There are no changes in Personnel for FY-12 which totals 21.7 FTE's. The Department is 99% funded from revenues collected. An increase in permit fees for next year and potential long-term new revenues through renewable energy facilities are being investigated. Currently, they have two revolving accounts – Health Clinics and Hearing/Peer Reviews with a possible third for Registry of Deeds to be established. Grant awards basically run on a 5 year cycle, however, they plan to pursue grant awards for Green initiatives.

Planning Director Paul Materazzo reviewed the issues and challenges facing the Department which include implementation of new permitting software, and an increase in permit activity hampered by the lack of personnel resources, a decrease in State supplied flu vaccine will make it harder to provide immunizations, and possible decrease of Federal grant funds for regional emergency preparedness.

Should they not receive sufficient funding to maintain level services for FY-12, impacts in service will include further reduction of clerical and inspector services, extension on permitting times, reductions in inspectional services, delay in software implementation, compromised initiatives, overburdening workload on staff, inability to support various committees, reduced staff training, and a reduction in Health Clinics for residents.

Building Inspector Kaija Gilmore listed the many regional activities the Department is involved with (20+).

When asked about staff cross-training, Tom Carbone stated they have cross-trained staff for Title V inspections but have had difficulty getting soil evaluation training completed

as it is a 5-6 day course but hope to achieve this goal by fall.

Selectman Hess said he would like to see clearer guidelines relative to public access to conservation land, what it means and if it should be required. Paul Materazzo said typically the decision is made when presented to the Planning Board. Mr. Hess inquired if other options are being considered for controlling the tick population. Mr. Carbone responded that tick control is hard to control with so much open space and thinning the deer herd won't solve the problem but it will help. They are actively recruiting an internship to perform baseline tick counts.

Mr. Materazzo explained the Renewable Energy Study for ground mounted solar panels on municipal land that will provide additional revenues and educational opportunities. Warrant Article P-18 in the amount of \$25,000 has been submitted to conduct a performance feasibility study and to prepare a business plan to present to the Board.

B. 2011 Annual Town Meeting Warrant Articles

A review of three Warrant Articles for 2011 Annual Town Meeting was explained by Conservation Director Bob Douglas:

#P-20 – Conservation Land Acquisition Fund

The Conservation Commission is requesting \$200,000 for the purchase of an area of land (23 Willard Circle, 0.90 acres-Map 123, Parcel 31 and 25 Willard Circle, Map 123, Parcel 30) that connects conservation land in the Foster's Pond area and the Goldsmith Reservation and links to other conservation land in the area. The land borders the Town Of Wilmington. It is possible grant monies will be available as part of the purchase, but approval at Town Meeting to purchase the property is needed before they can apply for the grant. The Boards did not take any action on this request.

#P-21 – Grant Application for Fosters Pond Conservation Land

This article gives permission for the Conservation Commission to apply for the grant if Warrant Article #P-20 is approved. The Boards did not take any action on this request. Joanne Marden asked if Warrant Articles #P-20 and #P-21 could be streamlined. The Town Manager said it is a good suggestion and he will investigate this.

#P-18 – Renewable Energy Study

Warrant Article #P-18 requests \$25,000 to conduct studies to determine the feasibility of locating solar energy or other renewable energy facilities on municipally owned properties, or take any other action therein. The request is being presented by the Andover Green Advisory Board, Acting Plant & Facilities Director, and the Planning Director. The Boards did not take any action on this request.

III. Adjournment

The Board of Selectmen re-convened to Open Session at 9:15 P.M. and the Finance Committee moved to their FinCom meeting.

Respectfully submitted,

Dee DeLorenzo, Recorder

Documents:

FY-12 Budget Presentation by the Department of Community Development and Planning